



*Financial Responsibility Insurance Filing
SR22/26 Data Exchange
User's Guide*

April 2004

Virginia Department of Motor Vehicles



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1. INTRODUCTION

The following procedures are designed to assist you, the External User, in maneuvering through DMV'S Extranet system for the *SR22/26 Insurance Reporting Data Exchange Process*. For general information regarding the SR22/26 Insurance Reporting Data Exchange process click the **HELP** feature in the top right hand corner of your screens.

If you need HELP ~

For SR22/26 Insurance Reporting Data Exchange questions call:

**Insurance Compliance Help Desk,
(804) 367-0417 ~ Monday thru Friday, 8:30 am to 5:00 pm**

For access questions call:

**Network Support,
(804) 367-6857 ~ Monday thru Friday, 7:30 am to 5:00 pm**

2. GETTING STARTED

You will need a Pentium class personal computer, a printer with standard programming, and an Internet connection provided through whichever Internet service provider you prefer. For the fastest response time possible, you may want to consider obtaining high speed Internet access, using a digital subscriber line (DSL), an integrated services digital network (ISDN) line or a cable modem through a telephone or cable company that offers such service.

You will need a software program (*like WinZip*) to compress and uncompress files to and from zip files.

3. LOGGING ON TO DMV EXTRANET

The screenshot shows a Microsoft Internet Explorer window titled "RSA SecurID User Name and PASSCODE Request - Microsoft Internet Explorer provided by myDMV". The address bar displays the URL "https://www.dmv.state.va.us/dmvnet/extra/securid/whatcanido.asp". The page content features the RSA SecurID logo at the top, followed by the heading "RSA SecurID User Name and PASSCODE Request". Below this, a message states: "The page you are attempting to access requires you to authenticate using your SecurID token." This is followed by instructions: "Enter your User Name and SecurID PASSCODE in the following fields, and then click 'Send.' If you make a mistake, use 'Reset' to clear the fields." The form contains two input fields: "Username:" and "PASSCODE:". Below these fields are three buttons: "Send", "Reset", and "Cancel". The status bar at the bottom of the browser window shows "Done" and "Local intranet". The Windows taskbar at the very bottom includes the Start button, several application icons, and a system clock showing "1:41 PM".

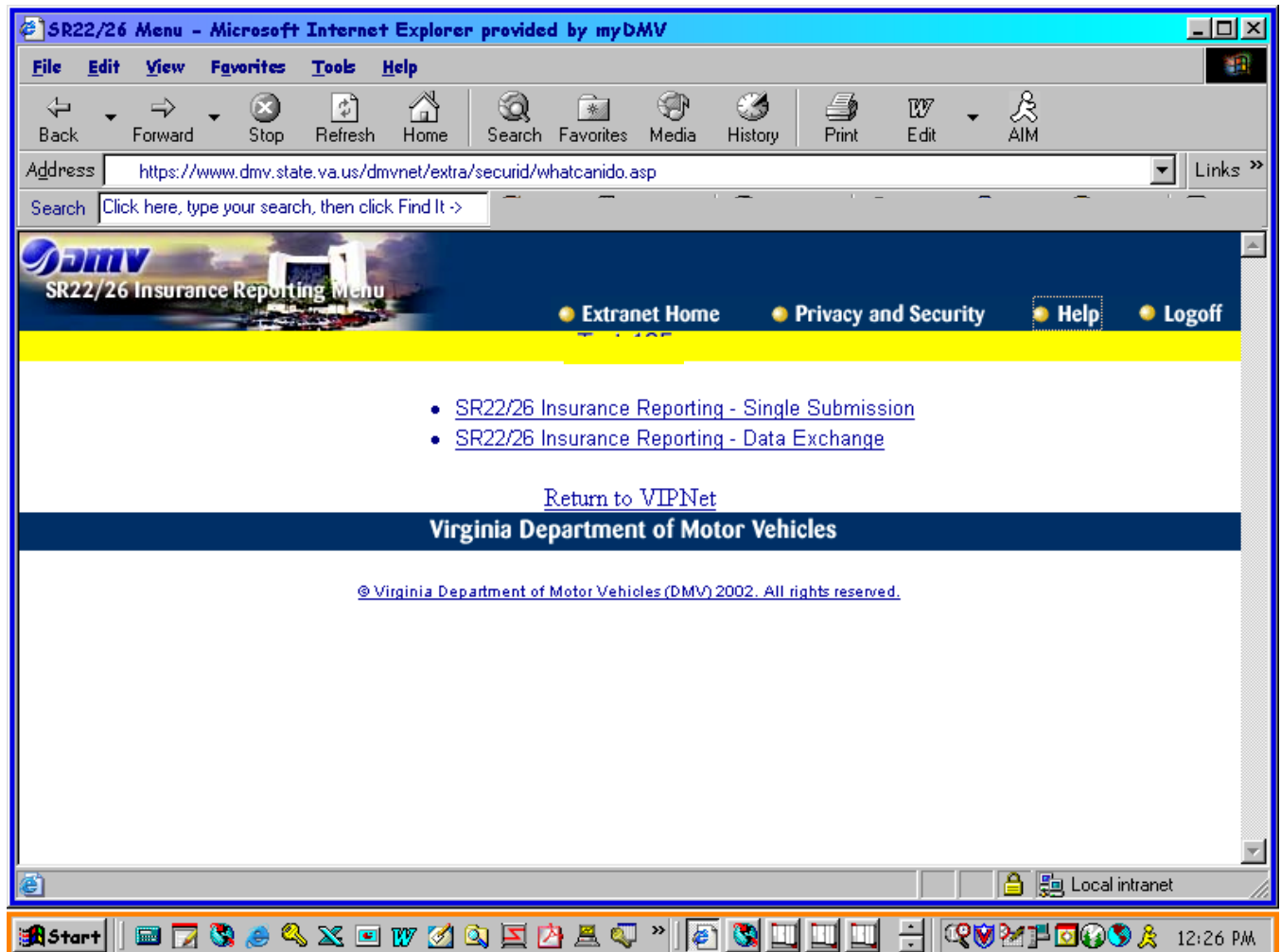
1. Logon as directed in your *Extranet Access User's Manual* using your Assigned Username, Password, and PIN.
2. Once you have successfully logged on, you will see the first screen of the SR22/26 Insurance Reporting Transaction. Follow the instructions.

NOTE: IF THE SYSTEM IS NOT WORKING YOU WILL RECEIVE THE FOLLOWING MESSAGE:

"WE ARE CURRENTLY EXPERIENCING TECHNICAL DIFFICULTY. PLEASE TRY THE TRANSACTION AGAIN LATER."

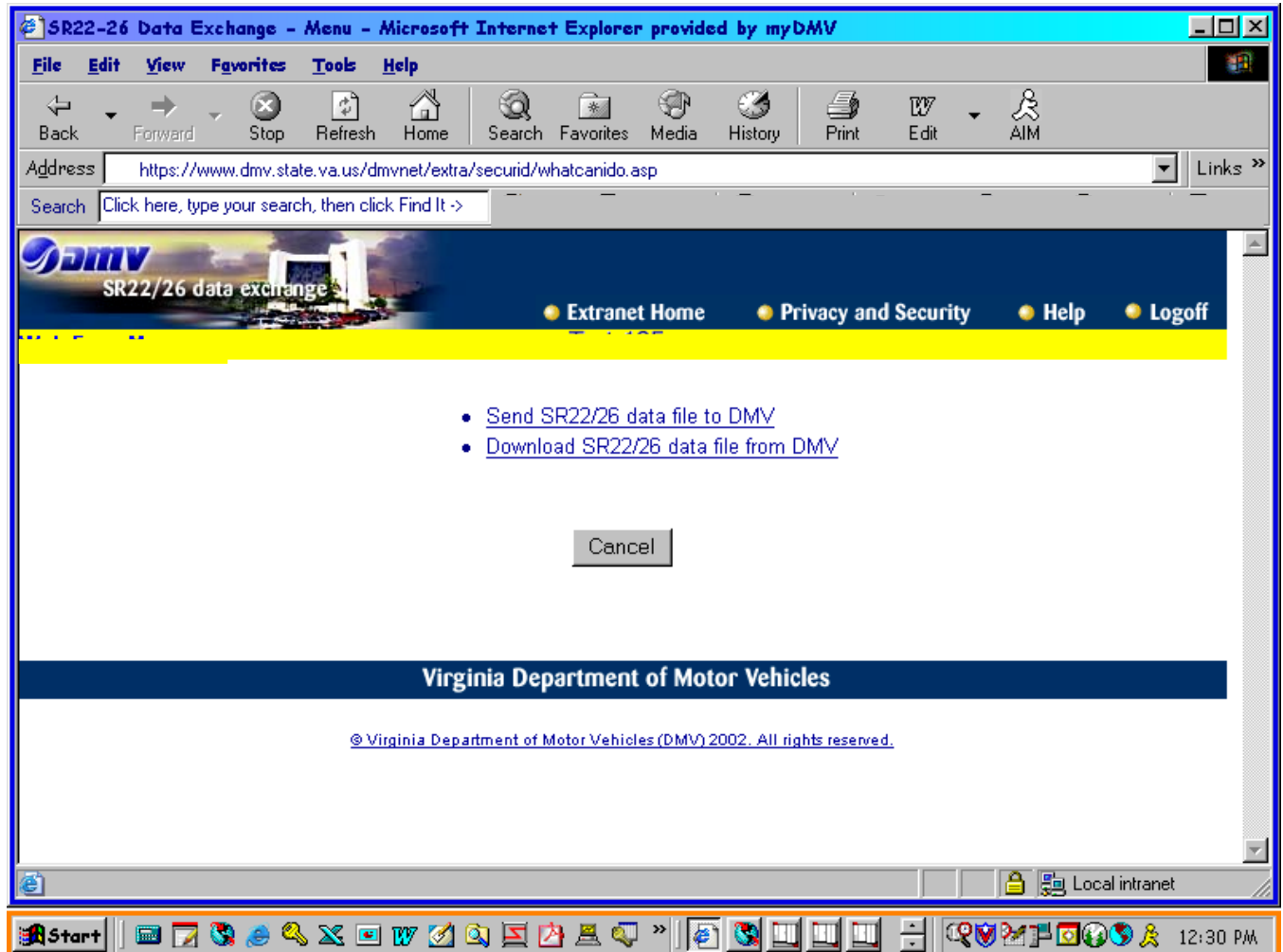
4. SR22/26 INSURANCE REPORTING SCREENS

SR22/26 INSURANCE REPORTING MENU



1. Click on [SR22/26 Insurance Reporting – Data Exchange](#).

SR22/26 Data Exchange Menu

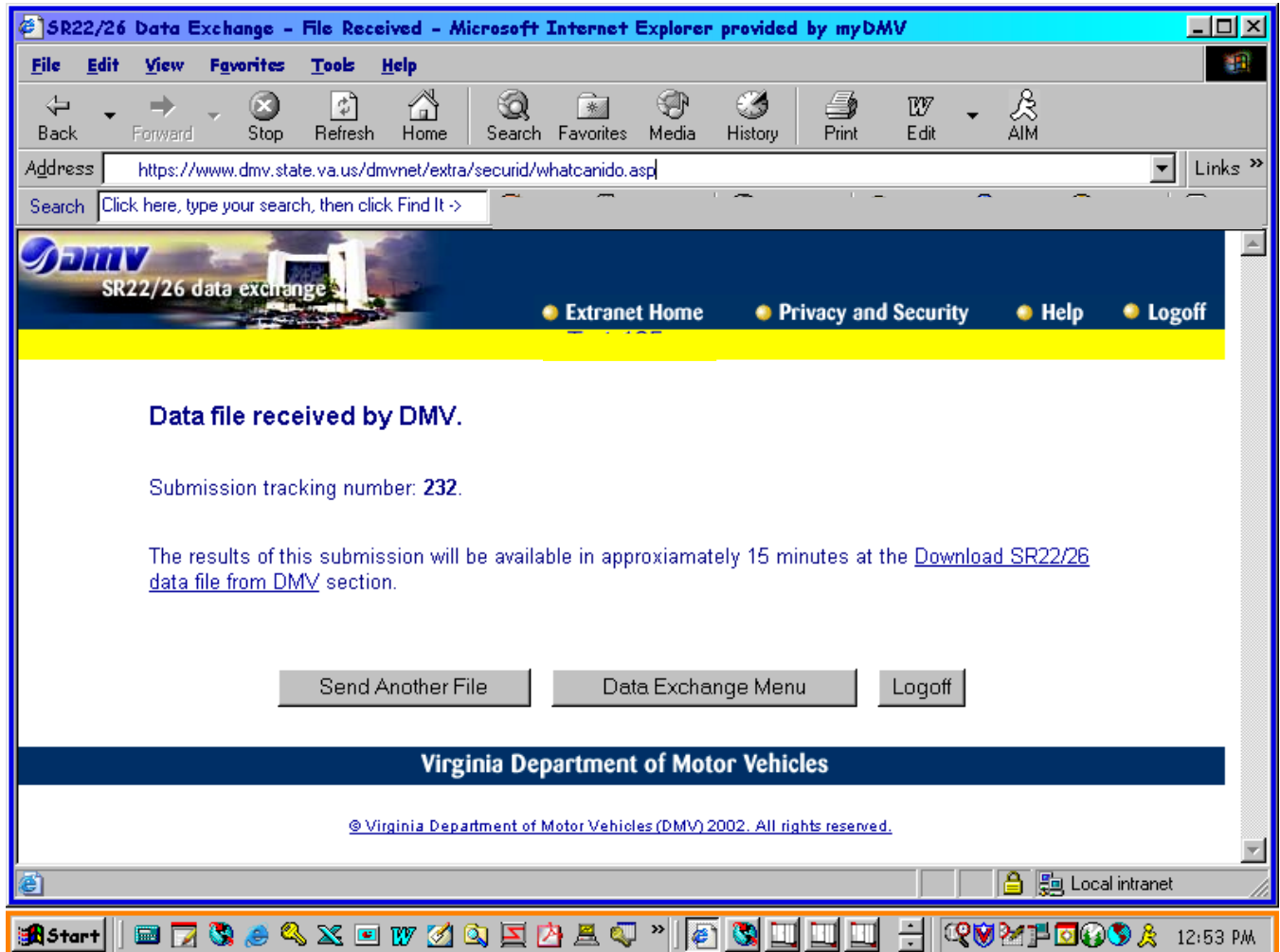


1. Click on [Send SR22/26 data file to DMV](#).

File Location Screen

1. Enter the file to be transferred to DMV in *File Location* field.
 - a. Type the file location and file name in the *File Location* box; or
 - b. Click on **Browse**, locate the file on your desktop, click on file then click on **Open**. The file location and name should be displayed in the *File Location* box.
2. Click **Submit** to proceed to the next screen; or
3. Click **Cancel** to return to the *SR22/26 Main Menu*.

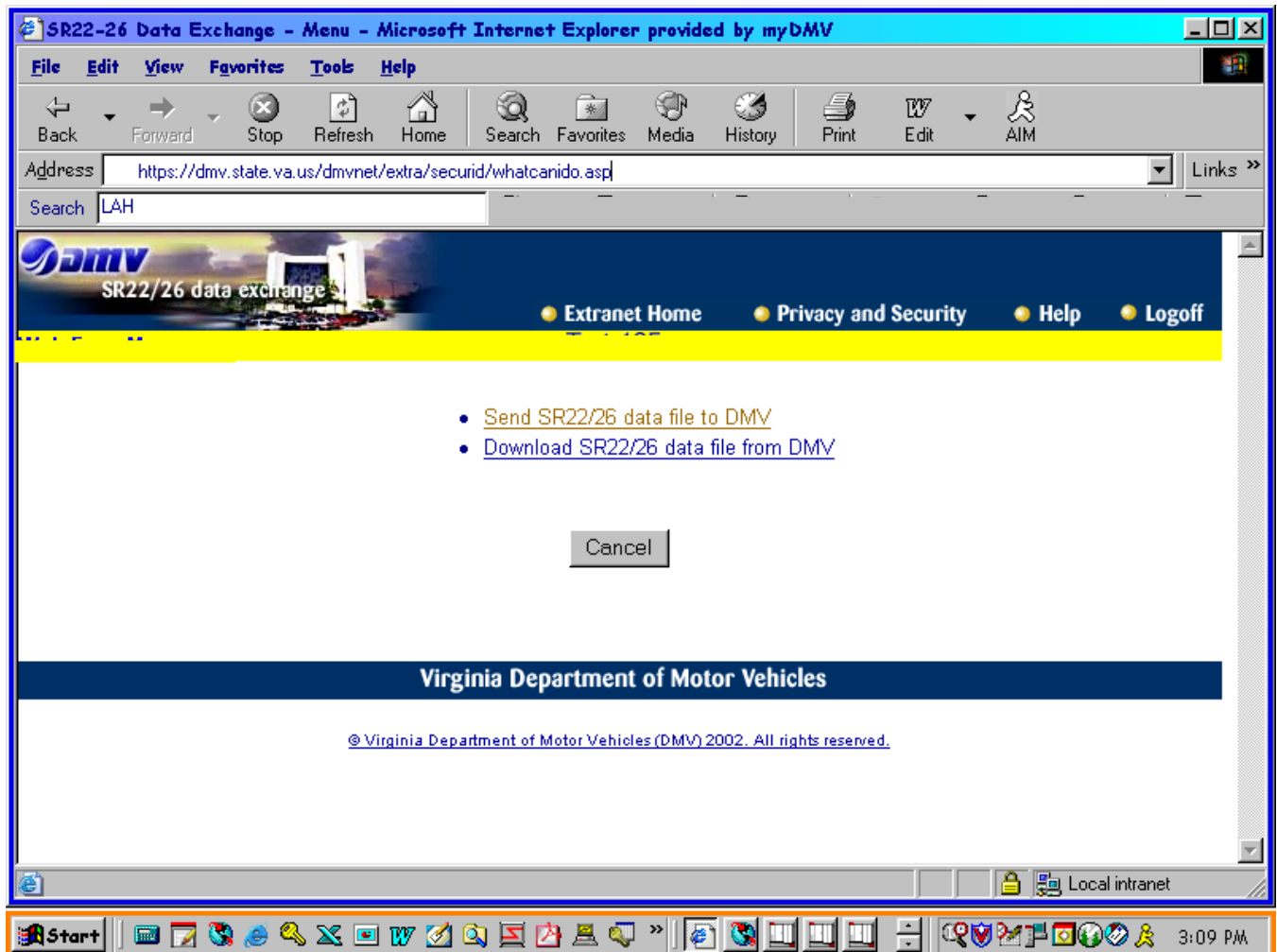
Data File Received Screen



1. This screen will display the **Submission Tracking Number**. You may want to print a copy of this screen to keep track of the **Submission Tracking Number**.
2. You can **Send Another File**, return to the **Data Exchange Menu**, or **Logoff**.

5. ***DOWNLOAD SR22/26 DATA FILES FROM DMV***

SR22/S6 Data Exchange Menu



1. Click on the [Download SR22/26 data file from DMV](#).

Data File Selection Screen

SR22-26 data exchange

Extranet Home Privacy and Security Help Logoff

Click the data file that you want to download.

An explanation of the file names are provided in the [Frequently Asked Questions](#) section.

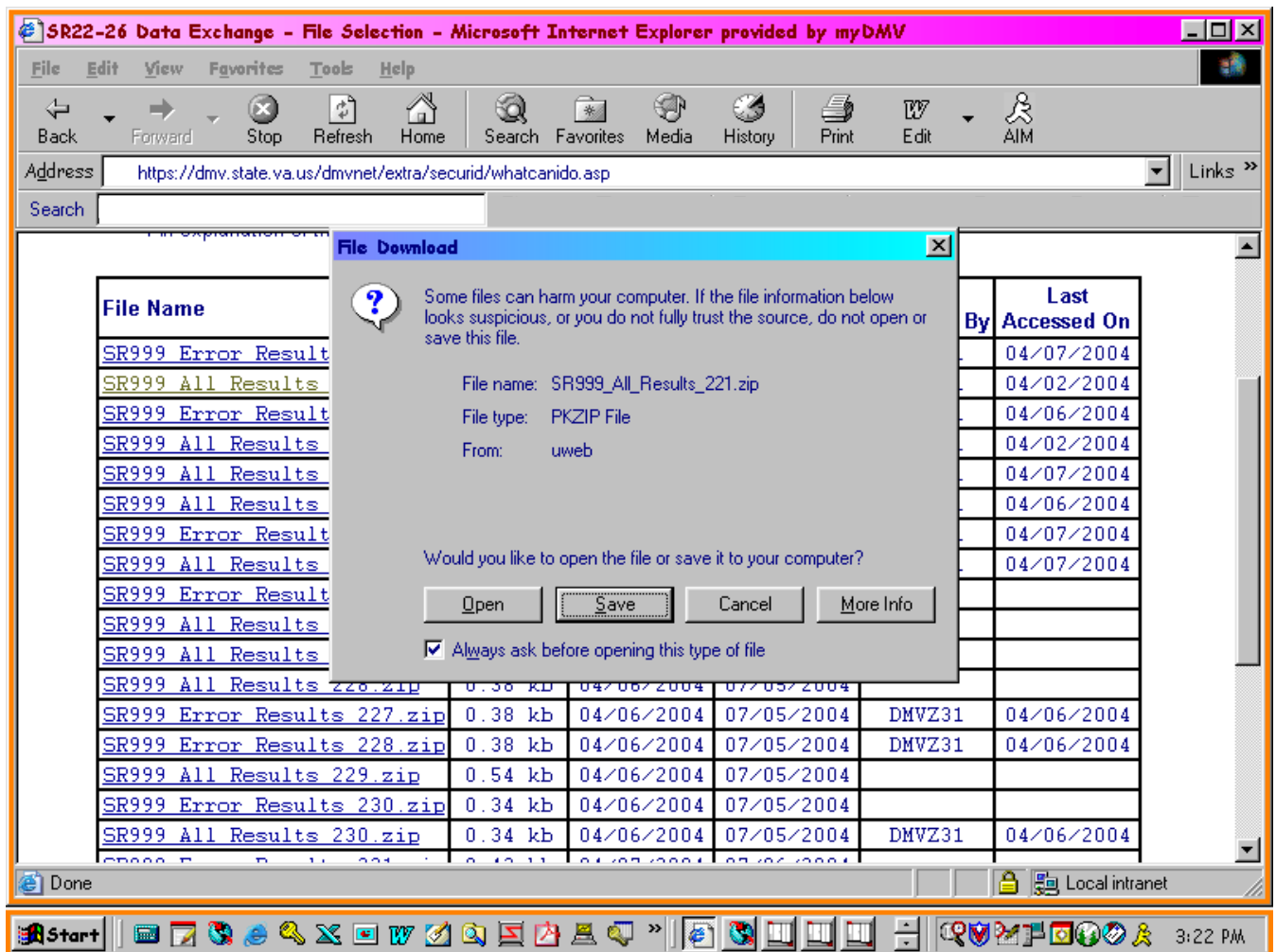
File Name	File Size	Creation Date	Purge Date	Last Accessed By	Last Accessed On
SR999 Error Results 221.zip	0.36 kb	03/30/2004	06/28/2004	DMVZ31	04/07/2004
SR999 All Results 221.zip	0.36 kb	03/30/2004	06/28/2004	DMVZ31	04/08/2004
SR999 Error Results 222.zip	0.36 kb	04/01/2004	06/30/2004	DMVZ31	04/06/2004
SR999 All Results 222.zip	0.6 kb	04/01/2004	06/30/2004	DMVZ31	04/02/2004
SR999 All Results 223.zip	0.32 kb	04/02/2004	07/01/2004	DMVZ31	04/07/2004
SR999 All Results 224.zip	0.37 kb	04/06/2004	07/05/2004	DMVZ31	04/06/2004
SR999 Error Results 225.zip	0.26 kb	04/06/2004	07/05/2004	DMVZ31	04/07/2004
SR999 All Results 225.zip	0.42 kb	04/06/2004	07/05/2004	DMVZ31	04/07/2004
SR999 Error Results 226.zip	0.25 kb	04/06/2004	07/05/2004		
SR999 All Results 226.zip	0.34 kb	04/06/2004	07/05/2004		
SR999 All Results 227.zip	0.38 kb	04/06/2004	07/05/2004		
SR999 All Results 228.zip	0.38 kb	04/06/2004	07/05/2004		
SR999 Error Results 227.zip	0.38 kb	04/06/2004	07/05/2004	DMVZ31	04/06/2004
SR999 Error Results 228.zip	0.38 kb	04/06/2004	07/05/2004	DMVZ31	04/06/2004
SR999 All Results 229.zip	0.54 kb	04/06/2004	07/05/2004		
SR999 Error Results 230.zip	0.34 kb	04/06/2004	07/05/2004		
SR999 All Results 230.zip	0.34 kb	04/06/2004	07/05/2004	DMVZ31	04/06/2004
SR999 Error Results 231.zip	0.42 kb	04/07/2004	07/06/2004		
SR999 All Results 231.zip	0.41 kb	04/07/2004	07/06/2004		
SR999 Error Results 232.zip	0.38 kb	04/08/2004	07/07/2004		
SR999 All Results 232.zip	0.38 kb	04/08/2004	07/07/2004		

Cancel Logoff

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1. Click on the file you wish to download; or
 2. Click on **Cancel** to return to the **SR22/26 Data Exchange Menu**; or
 3. Click on **Logoff** to exit the system.
- NOTE:** The files are only kept for 90 days from date of creations, see *Purge Date*.

Downloading Screen



1. The above screen will be displayed. You can *Open* the file or *Save* it to your computer. Click on **Open** to open the file and view it; or
2. Click on **Save** to save the file to the directory you choose for your files. You can then access this file on your system.

6. DATA EXCHANGE INTERFACE

SR22/26 data exchange

- The data for the SR22/26 insurance filing will be sent to the DMV via a DMV extranet function.
- The file layout is described in the table below.
- The records will all be fixed length fields in a text file (filename.txt) that is zipped into a zip file (filename.zip).

Field		Field Content	Field Rules & values
Action code	A5	Action to be performed with the data sent to DMV.	Required field, see the "action codes" table below for values & descriptions.
Customer number	A12	The DMV assigned customer number.	Required field.
Customer name	A35	The customer's full name.	Required field.
Date of birth	A8	The customer's date of birth.	Optional field. MMDDCCYY format
Gender	A1	The gender of the customer.	Optional field. F - Female, M - Male, U - Unknown
Ins. company number	A4	The insurance company number.	Required field.
Policy number	A19	The policy number.	Required field.
VAIP indicator	A1	The Virginia Insurance Policy indicator.	Optional field. Y - Yes, blank - No
Policy effective date	A6	The policy effective date in MMDDYY format.	Required field.
All vehicles	A1	The all vehicle indicator.	Optional field. Y - Yes, blank - No
Coverage type	A3	The coverage type.	Required field unless all vehicles indicator = Y, see the "coverage types" table below for values & descriptions.
Certification effective date	A6	The certification effective date.	Required field. MMDDYY format.
Certification effective time	A6	The certification time.	Optional field. HHMM + AM/PM format.
SR 22 received date	A6	The SR 22 received date.	Required field. MMDDYY format.
SR 22 issue date	A6	The SR 22 issue date.	Required field. MMDDYY format.

Field		Field Content	Field Rules & values
Termination date	A6	The termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Year 1	A2	Vehicle 1's year.	Optional field. YY format.
Make 1	A20	Vehicle 1's make.	Optional field.
VIN 1	A22	Vehicle 1's Vehicle Identification Number.	Optional field.
Certification date 1	A6	Vehicle 1's certification date.	Optional field. MMDDYY format.
Termination date 1	A6	Vehicle 1's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 1	A6	Vehicle 1's issue date.	Optional field. MMDDYY format.
Received date 1	A6	Vehicle 1's received date.	Optional field. MMDDYY format.
Year 2	A2	Vehicle 2's year.	Optional field. YY format.
Make 2	A20	Vehicle 2's make.	Optional field.
VIN 2	A22	Vehicle 2's Vehicle Identification Number.	Optional field.
Certification date 2	A6	Vehicle 2's certification date.	Optional field. MMDDYY format.
Termination date 2	A6	Vehicle 2's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 2	A6	Vehicle 2's issue date.	Optional field. MMDDYY format.
Received date 2	A6	Vehicle 2's received date.	Optional field. MMDDYY format.
Year 3	A2	Vehicle 3's year.	Optional field. YY format.
Make 3	A20	Vehicle 3's make.	Optional field.
VIN 3	A22	Vehicle 3's Vehicle Identification Number.	Optional field.
Certification date 3	A6	Vehicle 3's certification date.	Optional field. MMDDYY format.
Termination date 3	A6	Vehicle 3's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 3	A6	Vehicle 3's issue date.	Optional field. MMDDYY format.
Received date 3	A6	Vehicle 3's received date.	Optional field. MMDDYY format.
Year 4	A2	Vehicle 4's year.	Optional field. YY format.
Make 4	A20	Vehicle 4's make.	Optional field.

Field		Field Content	Field Rules & values
VIN 4	A22	Vehicle 4's Vehicle Identification Number.	Optional field.
Certification date 4	A6	Vehicle 4's certification date.	Optional field. MMDDYY format.
Termination date 4	A6	Vehicle 4's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 4	A6	Vehicle 4's issue date.	Optional field. MMDDYY format.
Received date 4	A6	Vehicle 4's received date.	Optional field. MMDDYY format.
Year 5	A2	Vehicle 5's year.	Optional field. YY format.
Make 5	A20	Vehicle 5's make.	Optional field.
VIN 5	A22	Vehicle 5's Vehicle Identification Number.	Optional field.
Certification date 5	A6	Vehicle 5's certification date.	Optional field. MMDDYY format.
Termination date 5	A6	Vehicle 5's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 5	A6	Vehicle 5's issue date.	Optional field. MMDDYY format.
Received date 5	A6	Vehicle 5's received date.	Optional field. MMDDYY format.
Year 6	A2	Vehicle 6's year.	Optional field. YY format.
Make 6	A20	Vehicle 6's make.	Optional field.
VIN 6	A22	Vehicle 6's Vehicle Identification Number.	Optional field.
Certification date 6	A6	Vehicle 6's certification date.	Optional field. MMDDYY format.
Termination date 6	A6	Vehicle 6's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 6	A6	Vehicle 6's issue date.	Optional field. MMDDYY format.
Received date 6	A6	Vehicle 6's received date.	Optional field. MMDDYY format.
Year 7	A2	Vehicle 7's year.	Optional field. YY format.
Make 7	A20	Vehicle 7's make.	Optional field.
VIN 7	A22	Vehicle 7's Vehicle Identification Number.	Optional field.
Certification date 7	A6	Vehicle 7's certification date.	Optional field. MMDDYY format.
Termination date 7	A6	Vehicle 7's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.

Field		Field Content	Field Rules & values
Issue date 7	A6	Vehicle 7's issue date.	Optional field. MMDDYY format.
Received date 7	A6	Vehicle 7's received date.	Optional field. MMDDYY format.
Year 8	A2	Vehicle 8's year.	Optional field. YY format.
Make 8	A20	Vehicle 8's make.	Optional field.
VIN 8	A22	Vehicle 8's Vehicle Identification Number.	Optional field.
Certification date 8	A6	Vehicle 8's certification date.	Optional field. MMDDYY format.
Termination date 8	A6	Vehicle 8's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 8	A6	Vehicle 8's issue date.	Optional field. MMDDYY format.
Received date 8	A6	Vehicle 8's received date.	Optional field. MMDDYY format.
Year 9	A2	Vehicle 9's year.	Optional field. YY format.
Make 9	A20	Vehicle 9's make.	Optional field.
VIN 9	A22	Vehicle 9's Vehicle Identification Number.	Optional field.
Certification date 9	A6	Vehicle 9's certification date.	Optional field. MMDDYY format.
Termination date 9	A6	Vehicle 9's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 9	A6	Vehicle 9's issue date.	Optional field. MMDDYY format.
Received date 9	A6	Vehicle 9's received date.	Optional field. MMDDYY format.
Year 10	A2	Vehicle 10's year.	Optional field. YY format.
Make 10	A20	Vehicle 10's make.	Optional field.
VIN 10	A22	Vehicle 10's Vehicle Identification Number.	Optional field.
Certification date 10	A6	Vehicle 10's certification date.	Optional field. MMDDYY format.
Termination date 10	A6	Vehicle 10's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 10	A6	Vehicle 10's issue date.	Optional field. MMDDYY format.
Received date 10	A6	Vehicle 10's received date.	Optional field. MMDDYY format.
Year 11	A2	Vehicle 11's year.	Optional field. YY format.
Make 11	A20	Vehicle 11's make.	Optional field.

Field		Field Content	Field Rules & values
VIN 11	A22	Vehicle 11's Vehicle Identification Number.	Optional field.
Certification date 11	A6	Vehicle 11's certification date.	Optional field. MMDDYY format.
Termination date 11	A6	Vehicle 11's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 11	A6	Vehicle 11's issue date.	Optional field. MMDDYY format.
Received date 11	A6	Vehicle 11's received date.	Optional field. MMDDYY format.
Year 12	A2	Vehicle 12's year.	Optional field. YY format.
Make 12	A20	Vehicle 12's make.	Optional field.
VIN 12	A22	Vehicle 12's Vehicle Identification Number.	Optional field.
Certification date 12	A6	Vehicle 12's certification date.	Optional field. MMDDYY format.
Termination date 12	A6	Vehicle 12's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 12	A6	Vehicle 12's issue date.	Optional field. MMDDYY format.
Received date 12	A6	Vehicle 12's received date.	Optional field. MMDDYY format.
Year 13	A2	Vehicle 13's year.	Optional field. YY format.
Make 13	A20	Vehicle 13's make.	Optional field.
VIN 13	A22	Vehicle 13's Vehicle Identification Number.	Optional field.
Certification date 13	A6	Vehicle 13's certification date.	Optional field. MMDDYY format.
Termination date 13	A6	Vehicle 13's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 13	A6	Vehicle 13's issue date.	Optional field. MMDDYY format.
Received date 13	A6	Vehicle 13's received date.	Optional field. MMDDYY format.
Year 14	A2	Vehicle 14's year.	Optional field. YY format.
Make 14	A20	Vehicle 14's make.	Optional field.
VIN 14	A22	Vehicle 14's Vehicle Identification Number.	Optional field.
Certification date 14	A6	Vehicle 14's certification date.	Optional field. MMDDYY format.
Termination date 14	A6	Vehicle 14's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.

Field		Field Content	Field Rules & values
Issue date 14	A6	Vehicle 14's issue date.	Optional field. MMDDYY format.
Received date 14	A6	Vehicle 14's received date.	Optional field. MMDDYY format.
Year 15	A2	Vehicle 15's year.	Optional field. YY format.
Make 15	A20	Vehicle 15's make.	Optional field.
VIN 15	A22	Vehicle 15's Vehicle Identification Number.	Optional field.
Certification date 15	A6	Vehicle 15's certification date.	Optional field. MMDDYY format.
Termination date 15	A6	Vehicle 15's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 15	A6	Vehicle 15's issue date.	Optional field. MMDDYY format.
Received date 15	A6	Vehicle 15's received date.	Optional field. MMDDYY format.
Year 16	A2	Vehicle 16's year.	Optional field. YY format.
Make 16	A20	Vehicle 16's make.	Optional field.
VIN 16	A22	Vehicle 16's Vehicle Identification Number.	Optional field.
Certification date 16	A6	Vehicle 16's certification date.	Optional field. MMDDYY format.
Termination date 16	A6	Vehicle 16's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 16	A6	Vehicle 16's issue date.	Optional field. MMDDYY format.
Received date 16	A6	Vehicle 16's received date.	Optional field. MMDDYY format.
Year 17	A2	Vehicle 17's year.	Optional field. YY format.
Make 17	A20	Vehicle 17's make.	Optional field.
VIN 17	A22	Vehicle 17's Vehicle Identification Number.	Optional field.
Certification date 17	A6	Vehicle 17's certification date.	Optional field. MMDDYY format.
Termination date 17	A6	Vehicle 17's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 17	A6	Vehicle 17's issue date.	Optional field. MMDDYY format.
Received date 17	A6	Vehicle 17's received date.	Optional field. MMDDYY format.
Year 18	A2	Vehicle 18's year.	Optional field. YY format.
Make 18	A20	Vehicle 18's make.	Optional field.

Field		Field Content	Field Rules & values
VIN 18	A22	Vehicle 18's Vehicle Identification Number.	Optional field.
Certification date 18	A6	Vehicle 18's certification date.	Optional field. MMDDYY format.
Termination date 18	A6	Vehicle 18's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 18	A6	Vehicle 18's issue date.	Optional field. MMDDYY format.
Received date 18	A6	Vehicle 18's received date.	Optional field. MMDDYY format.
Optional data	A20	The content of this field will be temporarily stored and passed back with the results of the transaction.	Optional: The user can pass any information it chooses in this field. The VA DMV does not use it in any processing rules.
Sub tracking number	A4	Submission tracking number associated with file uploaded to the VA DMV.	Not applicable for input. DMV will generate the number and populate the field with it.
Detail tracking number	A6	Detail tracking number assigned to the record within the uploaded file.	Not applicable for input. DMV will generate the number and populate the field with it.
Message code	A5	The DMV assigned code that notifies the jurisdiction that the discount was processed or why it was not processed.	Not applicable for input. DMV will provide a table of values and associated meanings.

Action codes:

Code	Description
22ADD	SR 22 addition
22DEL	SR 22 deletion
26ADD	SR 26 addition
26MOD	SR 26 modification (changes and/or deletions)

Coverage types:

Code	Description
OWN	Owner

Code	Description
OPE	Operator
BFC	Owner/Operator - Broad form
PBB	Proof in Behalf of Employee - Broad form
PIB	Proof in Behalf of - Restricted to DL/CL Only

Message codes:

Code	Description
D0002	Check Birth Date.
D0103	Check Policy Effective Date.
D0104	Check Certification Effective Date.
D0159	CHECK VEHICLE YEAR
D0317	Check Term/Cancel Date.
D0318	Term/Cancel Date must be greater than or equal to Cert Eff Date.
D0319	Term/Cancel Date must be greater than or equal to SR22 Iss date.
D0320	Term/Cancel Date must be less than or equal to today.
D0321	Term/Cancel Date is required.
M0002	Check Customer Number.
M0257	Enter Insurance Policy No.
M0259	Check Certification Time.
M0260	Enter Vehicle Make.
M0545	Policy Effective Date is Required.
M0550	PROB PERIOD MUST BEGIN W/ D,M OR Y
M0553	Coverage Type is Required.
M0557	Insurance Co Code is not valid.
M0578	Certification Effective Date required.
M0583	Transaction Processed
M0637	Certification Effective Date required.
M0690	Customer Last Name does not match record.

Code	Description
M0713	CUSTOMER NUMBER REQUIRED
M0770	No records found.
M0787	Vehicle Make not in table.
M0791	Customer Sex must be F, M, or U.
M0904	Policy Effective Date must be less than or equal to today.
M0990	DATE SR22 ISSUED IS REQUIRED
M0992	Enter VIN Number.
M1037	Vehicle information required.
M2054	USER CANNOT ENTER ALL VEHICLES INDICATOR
M5078	Enter Customer Name for Customer Number.
V0002	Customer Number does not exist.
W0118	We are currently experiencing a technical problem. Please try your transaction later.
W0329	A virus has been found in your file. Please correct this error and resubmit your data.
W0330	There are too many files in your zipfile. You must only have 1 text file in your zipped file to upload.
W0331	The data file you have uploaded is empty. Please try again.
W0332	There was an error unzipping your file. Please contact support, or rezip your input file and try again.
W0377	Invalid action code.

7. FREQUENTLY ASKED QUESTIONS

1. What file format should I use when I upload data to DMV?

The file must be a text file (*filename.txt*) that is compressed into a zip file (*filename.zip*).

2. What are the descriptions for the action codes?

Code	Description
22ADD	Adding a SR22 filing
22DEL	Deleting a SR22 filing
26ADD	Adding a SR26 cancellation
26MOD	Changing or deleting a SR26 cancellation

3. What are the descriptions for the message codes?

Code	Description
D0002	Check Birth Date.
D0103	Check Policy Effective Date
D0104	Check Certification Effective Date
D0159	Check Vehicle Year.
D0317	Check Term/Cancel Date.
D0318	Term/Cancel Date must be greater than or equal to Cert. Eff. Date.
D0319	Term/Cancel Date must be greater than or equal to SR22 Iss. Date
D0320	Term/Cancel Date must be less than or equal to today.
D0321	Term/Cancel Date is required.
M0002	Check Customer Number
M0257	Enter Insurance Policy Number
M0259	Check Certification Time.
M0583	TRANSACTION PROCESSED
W0377	Invalid Action Code

4. What format is used for downloadable files?

The files are text files (*filename.txt*) that were compressed into zip files (*filename.zip*).

5. Why are the downloadable files compressed?

The files are compressed to minimize the time it will take to download the files.

Frequently Asked Questions cont.

6. What do the filenames mean?

The results from the uploaded files are returned in two files: the LLLL_All_Results_nnnnnn.zip and LLLL_Error_Results_nnnnnn.zip files. The LLLL corresponds to your VA SMV MOU (Memorandum of Understanding) number. The nnnnnn corresponds to the number assigned to the successfully upload file.

7. Who do I contact if I have a problem or question?

[Contact us.](#)